

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION
Philadelphia, PA

2. POSITION NUMBER
N8348E
00023505

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position
Environmental Protection Specialist Series, dtd. March 1995 TS-133

Official Allocation	b. Title Environmental Protection Specialist	c. Service GS	d. Series 0028	e. Grade 14	f. CLC 001
4. SUPERVISOR'S RECOMMENDATION	Environmental Protection Specialist	GS	0028	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE

Makeba Morris

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

e.

b. Region III

f.

c. Office of Enforcement, Compliance & Environmental Justice

g.

d. Immediate Office

h. EPAYS Organization Code

903/4100/SB000000

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

M. Kulik, Deputy, Office of Enforcement, Compliance & Env. Justice

d/ Typed Name and Title of Second-Level Supervisor

S. Fairchild, Director, Office of Enforcement, Compliance & Env. Justice

b. Signature

c. Date

11/29/2007

e. Signature

f. Date

11/29/2007

10. OFFICIAL CLASSIFICATION CERTIFICATION

☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. Fair Labor Standards Act
☒ Nonexempt ☐ Exempt

c. Functional Code
N/A

d. Bargaining Unit Code

10413

e. Check, if applicable:

- ☐ Medical Monitoring Required
☐ Extramural Resources Management Duties (___% of time)
☐ This position is subject to random drug testing ()

f. Signature

Anthony P. Santoro

g. Date

11/29/2007

11. REMARKS

FPL: GS-14

FLSA N/A - Exempt 2011

POSITION DESCRIPTION
Environmental Protection Specialist
GS-0028-14

Position Number: N8348E
Organizational Code: 3EC00
Organizational Location: EPA, Region 3, Philadelphia
Office of Enforcement, Compliance & Environmental Justice
Immediate Office
Philadelphia, PA

Primary Purpose: Incumbent serves as the senior Enforcement Officer for the DC Government Enforcement Program.

Duties:

Environmental justice incorporates the concept that people of all races, cultures, incomes, and educational levels should receive fair treatment with respect to the development and enforcement of environmental laws, regulations and policies. The work pertains to the impact of environmental risks, programs, regulations, and legislation on socio-economically disadvantaged communities. Responsibilities include carrying out programs, policies, and activities that substantially affect human health or the environment in a manner that ensures that they do not have the effect of excluding communities and populations from participation in, denying persons the benefits of, or subjecting persons to discrimination under, such programs, policies, and activities because of their race, national origin, or income. This ensures that all citizens are protected from disproportionate exposure to environmental hazards. Environmental justice concerns are coordinated through this program to more effectively address the needs of affected communities.

Incumbent serves as the regional technical authority in providing expert advice and assistance to state and local governments on matters relating to the development, execution, and monitoring of politically important and highly visible environmental protection policies, plans, and programs.

Develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on air, water, and/or land resources. Keeps abreast of new methods and developments in specialty fields as they affect program area(s) and, as requested, advises appropriate high-level officials of progress and difficulties encountered.

Participates in national meetings or conferences an authority in enforcement and other related areas. Responds to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

Accomplishes duties related to environmental protection and management. Reviews and analyzes technical and policy issues to ensure effective program implementation. Performs work as a national technical expert developing targeted approaches, leading and conducting

inspections, investigating violations, developing enforcement cases and enforcement actions. Serves as a technical authority in the development and prosecution of nationally significant and/or politically sensitive enforcement cases. Provides authoritative direction, guidance, support and oversight of enforcement and compliance initiatives undertaken by the state and local governments, agencies and/or regions.

Performs work as a technical specialist conducting inspections, investigating cases of violation, and/or preparing enforcement actions. Serves as a technical authority, in the development and prosecution of nationally important and/or politically sensitive enforcement cases. Provides authoritative guidance, support, and oversight of enforcement and compliance activities undertaken by state, local and/or tribal governments.

Provides administrative policy advice and/or develops national policy in structuring and/or conducting settlement negotiations to assure appropriate settlements. Assesses the performance of regional offices in implementing Agency enforcement/compliance policies and guidance through audits and reviews of program activities. Develops and actively promotes traditional and non-traditional strategies, e.g., incorporation of pollution prevention into compliance evaluations and negotiation of settlements.

Leads and conducts inspections and investigations involving highly complex technical/industrial process analyses and innovative investigatory approaches. Provides advice and assistance to managers and staff of other regions, agencies, and state and local governments on complex and innovative cases.

Uses analytical methods and techniques to analyze a wide range of legal, environmental protection, and/or environmental management issues. Provides expert and highly specialized technical assistance, models, or interpretations of data on matters related to a specific scientific/engineering method/approach/function/process. Develops plans, reviews data, conducts tests, researches environmental data, develops models, and/or provides information regarding the analysis and evaluation, with recommendations for the solution of problems/issues.

Develops regional policy, as required, to address environmental problems/issues/processes. Develops and implements plans, and agency-specific policies to carry out technical solutions to significant environmental problems. Provides comprehensive and authoritative assistance to senior management in the negotiation of such plans and the resolution of very sensitive policy, legal, and technical issues. Makes formal presentations of a technical and policy nature before EPA headquarters, other federal, state, and local agency officials, private industry, and public and private groups.

Disseminates technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant technical and/or policy issues on a specific program, function, or activity.

Provides comprehensive and authoritative assistance to senior management in the negotiation of such plans and the resolution of very sensitive policy, legal, and technical issues. Makes formal presentations of a technical and policy nature before EPA headquarters, other federal, state, and local agency officials, private industry, and public and private groups.

Disseminates technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant technical and/or policy issues on a specific program, function, or activity. Advises senior management and or state or interstate authorities on the status of technical developments and the degree to which their involvement is needed to ensure vital regional or state interests are considered in related agency guidance and policies.

Develops technical/scientific training course(s) and/or course materials, and presents training in specific area of expertise.

Reviews and implements environmental technical standards, guidelines, policies and formal regulations. Participates in the development and revision of regional guidelines and policies required in support of a regional environmental program or initiative. Participates in setting regional policy and in implementing new environmental regulation.

Performs liaison work with individuals in a variety of organizations on legislative proposals, regulations, policies, program issues, resources, etc. Performs liaison work by formulating alternative policies/strategies which protect and conserve state/local/tribal/national resources and which are compatible with state/local/tribal/national capabilities.

Communicates with national, regional and other Federal and state agency staff and officials regarding the strategy, approach and implementation concerning the overall program. Develops study proposals, project plans and technical approaches. Briefs and orients team members and other officials. Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Monitors progress and compliance with time frames and deadlines for the development of a satisfactory enforcement program compliant with Agency requirements.

Demonstrates comprehensive state-of-the-art technology, policy and processes relating to source/facility compliance. Demonstrates ability to interpret significantly complex technical literature and reports to ensure effective approaches and solutions to environmental health problems.

Provides expert testimony as a witness in judicial cases in accordance with the legal definition of expert witness.

Factors

Factor 1-8 1550 Points

Knowledge Required by the Position

Mastery of program principles, concepts, practices, methods, and techniques to apply new developments and theories to major problems not susceptible to treatment by accepted methods. Expert knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.

Factor 2-5 650 Points

Supervisory Controls

The supervisor makes assignments in terms of broadly defined missions or functions and provides only administrative and policy direction. As a recognized authority in a program or functional area, the environmental protection specialist has complete responsibility and authority to plan, design, schedule, and carry out major programs, projects, studies, or other work independently. The specialist typically exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies.

Completed work is reviewed by management officials only for potential influence on broad agency policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in the field, and is normally accepted without significant change. Recommendations for new projects or program objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

Factor 3-5 650 Points

Guidelines

Guidelines consist of broadly stated/nonspecific policy statements, statutes, court decisions, etc., that require extensive interpretation. The environmental protection specialist uses judgment and discretion in determining the intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the employing agency (e.g., technical experts, line managers, or contractors in other offices or agencies, State and local governments, or private industry). Some specialists review proposed legislation or regulations that would significantly change the basic character of agency programs or the way it conducts its business with other agencies or with the public or private industry. Other specialists develop major program guidance for use by others at subordinate echelons in the organization. At this level, the environmental protection specialist is recognized as an authority in the development and/or interpretation of guidance on environmental planning and administration in one or more national programs or functional areas (e.g., underground storage tank management, municipal solid waste, chemical emergency preparedness).

Factor 4-5 325 Points**Complexity**

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving a number of facilities, sites, programs, etc. (e.g., planning and conducting/coordinating inspections to identify and evaluate violations in a variety of complex industrial and commercial establishments throughout a multistate area) or intensive analysis and problem solving (as a recognized expert) in a program or functional area.

Decisions regarding what needs to be done depend on assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, new or unconventional methods, unique or controversial aspects of environmental protection, or conflicting interests or ideas (as between operational or mission requirements and environmental requirements or between State needs and Federal needs).

The work requires devising new methods and techniques to produce effective results or implement advances in such areas as pollution prevention, resource allocation, risk assessment, or quality assurance; establishing criteria for administering or evaluating environmental programs; or developing policy guidance and procedural material for use by operating personnel.

Factor 5-5 325 Points**Scope and Effect**

The purpose of the work is to plan and carry out major environmental projects and/or programs. The work involves determining the soundness of agency-wide programs and plans; developing and establishing new approaches and methods for use of operating personnel; resolving problems that are critical to accomplishment of important agency objectives; providing authoritative advice and technical assistance to Federal, State, and local environmental protection officials; or developing or revising regulations or standards that affect a large segment of the regulated community.

The work affects the development of major aspects of the agency's environmental protection programs and policies; the work of State and local officials, top-level managers of the agency/department, private industry executives, or other environmental protection experts; important national goals and programs (e.g., removal activities at cleanup sites where there are extremely difficult and complex problems, as where treatment technologies may be inadequate, and an immediate, critical, or widespread threat to public health, environmentally sensitive areas, and/or endangered species); or the well-being of substantial numbers of people (e.g., all users of pesticides). The specialist's recommendations often result in official positions or obligate substantial program resources.

Factor 6-3 60 Points**Personal Contacts**

The persons contacted include persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, inspectors, attorneys, company executives, community leaders, elected officials, or representatives of Federal or State regulatory agencies, professional organizations, the news media, or organized or ad hoc public action groups. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Factor 7-3 120 Points**Purpose of Contacts**

The purpose of contacts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect (e.g., negotiating compliance requirements or timetables; influencing or persuading agencies/companies to agree to use new or improved technologies about which there may be conflicting opinions; representing the office/agency, as a member of an institutional committee, on controversial licensing/permitting requests; working with Indian tribal leaders to modify plans when conflicting values must be resolved or accommodated; challenging the results of surveys or inspections by regulatory agencies; justifying the feasibility and desirability of plans or proposals that significantly affect office and/or agency practices, such as corrective action plans or funding requirements for environmental compliance and restoration projects).

Factor 8-1 5 Points**Physical Demands**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9-1 5 Points**Work Environment**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.

POSITION CLASSIFICATION
EVALUATION STATEMENT

Position Number: N8348E
Organizational Code: 3EC00

POSITION TITLE, SERIES, GRADE:
Environmental Protection Specialist, GS-0028-14

Evaluation Factors	Tentative Level		Final Level	
Knowledge Required by the Position	1-8	1550	1-8	1550
Supervisory Controls	2-5	650	2-5	650
Guidelines	3-5	650	3-5	650
Complexity	4-5	325	4-5	325
Scope and Effect	5-5	325	5-5	325
Personal Contacts	6-3	60	6-3	60
Purpose of Contacts	7-3	120	7-3	120
Physical Demands	8-1	5	8-1	5
Work Environment	9-1	5	9-1	5
Total Points:		3690		3690
Tentative Grade:		GS-14		
Final Grade:		GS-14		

Principal duties account for 100% of the time

Standard used to evaluate the position:
Environmental Protection Specialist Series dtd March 1995 TS-133



Human Resources Management Specialist